

**From:** AD Budget Planning and Human Resources/ARL/R9/FWS/DOI  
**To:**  
**bcc:**

**Date:** Friday, April 28, 2006 03:25PM  
**Subject:** New Contacts for Headquarters Human Resources

There have been some recent changes within Headquarters Human Resources (HQHR). The following information on teams and program areas is provided to assist our customers in determining the appropriate contact person.

**The Region 9 Human Resources Officer** is Dawn Phillips, 703-358-2118  
**Main Reception Desk** is covered by Troy Martínez-Medley, 703-358-1743  
**Hours of Operation** : Monday through Friday, 8:00 a.m. to 4:00 p.m.

### HQHR Teams

All recruitment actions are initially routed to our Classification Team. The following team members provide all **classification, pay and position management** assistance:

Joyce M. Hayes, Team Leader	703-358-2577
Meg Kocher, HR Specialist	703-358-2094
Mark Smith, HR Specialist	703-358-2062
Joe Blaeuer, HR Specialist	703-358-2560

The following team members provide all **staffing and recruitment** support:

Jessie Cheek, Team Leader	703-358-2597
Marquis Chambliss, HR Specialist	703-358-2583
Stephanie McLeod, HR Specialist	703-358-2367
Anna Robelly, HR Specialist	703-358-2579
Alex West, HR Assistant	703-358-2220

The following team members provide services in **employee relations and benefits**, including: OWCP claims, ethics, financial disclosure, performance management, incentive awards, leave share, work life programs, transportation subsidy program, ID cards, retirement and benefits (health, life, TSP, etc.), and career counseling:

Rebekah Giddings, Team Leader	703-358-2117
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Kimm Slayton, HR Specialist	703-358-2121
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Kathy Cannavino, HR Specialist	703-358-2576
Fred Batts, HR Specialist	703-358-2328

### Quick HR Reference Guide

The following is a programmatic list of classification and staffing assignments:

Organization Title	Org Code	Classification Specialist	Staffing Specialist
Director's Office	90100	Joyce Hayes	Jessie Cheek

Budget, Planning & Human Resources	95000	Joyce Hayes	Stephanie McLeod
Migratory Birds	91000	Joe Blaeuer	Marquis Chambliss
Wildlife and Sport Fish Restoration	91400	Joe Blaeuer	Marquis Chambliss
Fisheries & Habitat Conservation	94000	Meg Kocher	Marquis Chambliss
International Affairs	96000	Meg Kocher	Marquis Chambliss
Endangered Species	92000	Joe Blaeuer	Anna Robelly
National Wildlife Refuge System	93000	Mark Smith	Stephanie McLeod
External Affairs	97000	Mark Smith	Anna Robelly
Business Management & Operations	98000	Mark Smith	Marquis Chambliss
Law Enforcement	99000	Mark Smith	Jessie Cheek
Information Resource & Technology Management	92000	Joe Blaeuer	Marquis Chambliss

The following is a list of topics and the appropriate contact person:

<b>Awards</b>	Kimm Slayton
<b>Background Investigations</b>	Alex West
<b>Benefits</b> (health and life, TSP, etc.)	Kimm Slayton and Kathy Cannavino
<b>Career Resource Center</b>	Fred Batts
<b>Conference Room</b> Reservations in HR	Troy Martínez-Medley
<b>Classification</b> (position descriptions, establishing new positions, reorganization)	Classification Team Specialist assigned to the organization
<b>Employee Assistance Program</b>	Kimm Slayton or call 1-800-222-0364
<b>Employee Orientation</b>	Fred Batts
<b>Employee Relations</b> (actions concerning performance and conduct)	Rebekah Giddings
<b>Employee Records/Forms</b> (requests for information from Official Personnel Folder, and Employee Performance Folder)	Alex West
<b>Ethics and Financial Disclosure</b>	Rebekah Giddings
<b>FAX Numbers</b>	703-358-2525 and 703-358-2224
<b>Flexible Spending Accounts</b> (FSAFEDS) and <b>Long-Term Care</b>	Kathy Cannavino
<b>FPPS</b> (security profiles, password resets for SF-52 FPPS users, questions on initiating and approving SF-52s)	Jessie Cheek, Marquis Chambliss, Joe Blaeuer
<b>Flexi-place</b> and Work-Life Programs	Kimm Slayton
<b>Hours of Operation</b>	Monday through Friday, 8:00 a.m. to 4:00 p.m.
<b>Identification Cards</b>	Kathy Cannavino

<b>Leave and Pay</b> (questions regarding leave and pay entitlement)	Joe Blaeuer
<b>Leave Share</b>	Kathy Cannavino
<b>Mail Stop</b>	HR - 2000
<b>OWCP</b> (claims for work related injuries)	Kathy Cannavino
<b>Payroll and T&amp;A Procedures</b> (T&A security and password reset)	Joe Blaeuer
<b>Performance Plans and Appraisals</b>	Rebekah Giddings or Kimm Slayton
<b>Reception Desk</b>	Troy Martínez-Medley
<b>Reduction in Force</b>	Jessie Cheek and Stephanie McLeod
<b>Retirement</b> (computations, re-deposits, etc.)	Kimm Slayton or Kathy Cannavino
<b>Retirement Counseling</b> (retirement coverage and eligibility, creditable civilian and military service, TSP, social security, life insurance and health benefits)	Kimm Slayton
<b>Staffing</b> (advertising and filling positions, vacancy announcements/ selections status)	Staffing Team Specialist assigned to the organization
<b>Transportation Subsidy Program</b>	Kimm Slayton